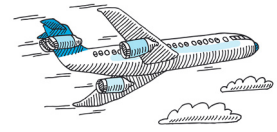


## Information before you return home



### Please check the following points before leaving Konstanz:

- Prepare your move-out from the Seezeit residence hall (room check-out)!**  
**You are free to choose your own move-out date.** The latest possible date is (depending on the month) the 30th/31st, 9:00 am. You will receive a [checklist \(https://bit.ly/Seezeit-Checklist\)](https://bit.ly/Seezeit-Checklist) and all info from the tenant service ~5 weeks before the end of your lease.  
**Note:** We recommend that you take advantage of Seezeit's offer and make an appointment with the janitor for a pre-inspection to have the condition of the walls checked in advance (if and what needs to be painted).  
 Please grant access permission by emailing your name and room number to: [mieterservice@seezeit.com](mailto:mieterservice@seezeit.com).  
 Please vacate the room for the duration of the inspection and remove all pictures, posters and the like from the walls in advance. On the day you move out, please place all keys (apartment key, mailbox key, underground parking transponder, etc.) on the desk in your room and inform tenant services *immediately by e-mail* as soon as you have left the room.  
 Generally, the deposit will be transferred to the [bank account \(https://bit.ly/SeezeitReturnDeposit\)](https://bit.ly/SeezeitReturnDeposit) left at Seezeit (2-8 weeks **after the end of the contract period**). Avoid foreign bank transfer as it costs high transfer fees. When the deposit is returned, an administrative fee of 50 EUR will be retained, i.e. a maximum of only 750 EUR will be returned.  
 Please find the list of fees (in German only) that might be deducted from your deposit here: <https://bit.ly/SeezeitFees>
  
- Inform all your lecturers to mark your examinations, assignments, etc. in good time.**
- You've played in the Uni-Liga/3-Balls-Night in an International Office team?** Return *washed* jersey to room A 614 (Mon-Fri 9.00-17.00)
- Deregister with the Municipal Registration Office ("Bürgerbüro") via the International Office** (can be done in advance)  
 Please fill out the online form (only international exchange students): <https://bit.ly/UniKN-DE-Registration>  
 The municipal de-registration certificate will then be made available to you in [Mobility Online \(https://mobility.uni-konstanz.de/\)](https://mobility.uni-konstanz.de/).
- Apply for exmatriculation via the International Office** (can be done in advance).  
 Please fill out the online form (only international exchange students): <https://bit.ly/UniKN-DE-Registration>  
**Note:** You must return all borrowed books/media to uni library and can't borrow any books/media after filling out this form!  
 The exmatriculation certificate will then be made available to you in [Mobility Online \(https://mobility.uni-konstanz.de/\)](https://mobility.uni-konstanz.de/).
- Important for non-EU/EEA students: With the exmatriculation taking effect, your residence permit/visa/Mobility Certificate for study purposes expires and you are therefore obliged to leave Germany IMMEDIATELY.** In addition, your Studentticket officially turns void when the exmatriculation takes effect. You must set the date of your return to your **home country** in the application form for the exmatriculation. The exmatriculation will then immediately take effect on that respective date.
  
- Deregister with the ARD ZDF Deutschlandradio Beitragsservice (license fee).**  
 Only persons who are registered with the Beitragsservice (Beitragsnummer) and paying on the behalf of the household must deregister. Please observe the [step-by-step instruction manual \(https://bit.ly/UniKN-LicenseFee\)](https://bit.ly/UniKN-LicenseFee) for the license fee and consult the [International Office tutors \(https://bit.ly/IOTutors\)](https://bit.ly/IOTutors) duly: [tutoriat.international@uni-konstanz.de](mailto:tutoriat.international@uni-konstanz.de)
- Cancel all subscriptions duly**, eg SportABO (<https://bit.ly/HSPSportABOCancel>), uniMotion (<https://bit.ly/HSPUniMotionCancel>), Deutschlandticket (<https://abo.bahn.de/portal/#/>), newspapers/magazines, etc.
- Cancel the German private liability insurance (if contracted).**  
 If you took out a private liability insurance during GO-Konstanz, OriPro or OriPro Master, then contact [info@vbsailer.de](mailto:info@vbsailer.de).
- UniCard: Reimbursement of the charged amount on the Seezeit account at the cash desk of the refectory:**  
 Cafeteria cash desk; level K 5; Mon–Thu 7.45–18.30, Fri 7.45–17.00 (lecture period)  
 Cafeteria cash desk; level K 5; Mon–Thu 7.45–17.00, Fri 7.45–15.00 (lecture free period)
- UniCard: Reimbursement of the charged amount on the Canon account at the Canon Service Center:**  
 Canon Service Center; room L 503; Mon–Fri 10.00–18.00 (lecture period); Mon–Fri 10.00–16.00 (lecture free period).
- Non-EU/EEA: Cancel the German statutory (or private) health insurance (e.g. AOK, TK, Barmer, DAK, etc.).**  
 AOK: [xenia.krause@bw.aok.de](mailto:xenia.krause@bw.aok.de); TK: [tobias.hauser@tk.de](mailto:tobias.hauser@tk.de); Barmer: [dennis.rimmele@barmer.de](mailto:dennis.rimmele@barmer.de); DAK: [marlene.vo\\_van@dak.de](mailto:marlene.vo_van@dak.de)  

**Important:** The statutory health insurances can only be taken out for whole semesters (until the end of March/winter term and until the end of September/summer term). Therefore, please send an informal letter to your statutory health insurance company and enclose copies of your exmatriculation certificate, deregistration confirmation ("Abmeldebestätigung") of the Municipal Registry Office ("Bürgerbüro") and your plane/train/bus ticket to your **home country** in order to cancel the insurance and to avoid having to pay the insurance fee for the remaining **full month(s)** of the running semester. For each month commenced, the **full** monthly installment has to be paid.
  
- Close the German bank account (must be done personally in the respective branch offices in Konstanz).**  
 Close **N26** bank account (possible online): <https://bit.ly/CloseN26>
- ERASMUS+ students: Is your Erasmus+ learning agreement (respectively changes of the learning agreement) up-to-date?**  
 Check if the courses listed are up-to-date. It must be signed by the [Departmental Erasmus+ Coordinator \(https://bit.ly/UniKN-Coordinator\)](https://bit.ly/UniKN-Coordinator).
- ERASMUS+ students: Have the Erasmus+ letter of confirmation (confirmation of stay/departure) signed at the SSZ (level B 4):**  
 Visit the **International Office desk (with globe) IN PERSON**, earliest 5 days before official end date/departure: Mon-Thu 10.00-12.00  

**Important:** Only the date **one has to be at university** will be considered (last exam, course attendance etc. *not* submission term paper).
  
- Make sure that your home and correspondence address is updated in ZEuS portal:**  
<https://zeus.uni-konstanz.de>->My Studies->Student Service->My Data->Edit your data
- Request your transcript of records as soon as ALL results are at hand in ZEuS at:** [international.transcripts@uni-konstanz.de](mailto:international.transcripts@uni-konstanz.de)  
 The completed [Transcript of Records](https://mobility.uni-konstanz.de/) will then be made available to you in [Mobility Online \(https://mobility.uni-konstanz.de/\)](https://mobility.uni-konstanz.de/).  
 (At least 5 workdays processing time)  

**Important: You must have completed the exmatriculation process to request your transcript of records!**